



Department of Housing and Community Development

April 27, 2007

NOTIFICATION OF VACANCY

COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR

(Program Administration Specialist II)

POSITION: P14-00-40

HOURLY RATE: \$20.00 - \$25.00

Limited to 1500 hours per/year

2 YEAR GRANT FUNDED POSITION

CLOSE DATE:

OPEN UNTIL FILLED

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking to hire a professional to fill a unique and flexible telecommuting opportunity within our Office of Community Capacity Building (OCCB) unit. The highly skilled professional will coordinate and provide high quality capacity building services to nonprofit organizations and local governments in Southwest Virginia that are participants in the OCCB Rural Community Development Initiative Program. This position will also provide services to develop and increase clients' individual and organizational effectiveness as well as increase capacity to develop and maintain affordable housing, community programs and economic development activities. **This is a grant funded position for 2 years.**

QUALIFICATIONS GUIDE:

Extensive experience in the following areas: working with nonprofit organizations, local governments, or citizens coalitions; designing and implementing group facilitated processes and interventions; helping to form and strengthen partnerships to work cooperatively on affordable housing, community and economic development issues; developing capacity building strategies and evaluating their impact. Considerable experience in organizational development, board development, strategic planning, local government and/or nonprofit management and affordable housing and community development. Demonstrated ability to work effectively, both independently and on a team; to communicate effectively orally and in writing. Strong organizational skills with the ability to manage multiple projects and assignments. Working knowledge of word processing and spreadsheet software; and Internet resources and electronic data transfer. Graduation from an accredited college or university with a degree in planning, public administration or related field. Candidates must possess a valid driver's license. Travel is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> POSITION OPEN UNTIL FILLED.

*For additional information contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*